POSITION ANNOUNCEMENT
USAID/ American Embassy, Tel Aviv

ALL CANDIDATES MUST FOLLOW THE APPLICATION INSTRUCTIONS AND TAKE NOTICE OF THE ADDITIONAL SELECTION CRITERIA SECTION (3) TO MAXIMIZE THE OPPORTUNITY FOR CONSIDERATION FOR THIS POSITION

Position Title:	**Administrative Support Assistant**
Opening Date:	**March 16, 2012**
Closing Date:	**March 30, 2012**
Who may apply:	**All Interested Candidates**
Length of Service:	**12 months renewable**

The United States Agency for International Development (USAID) is seeking highly qualified candidates for the position of an Administrative Support Assistant within the Executive Office of the USAID Mission for West Bank & Gaza in Jerusalem. The primary purpose of this position is to perform a wide range of administrative and logistical duties in support of the Executive Office and all Mission staff at the offices in Jerusalem. Functions include scheduling, tracking, preparing documents, maintaining office systems, coordinating arrangements, liaising with counterparts, keeping records, translating, and ensuring customer service. This position will be based in the USAID/West Bank & Gaza offices in Jerusalem and require the ability to commute to the office on daily basis.

1) **QUALIFICATIONS**:

- Completion of secondary school is required. Some post-secondary school, business school or college or specialized course work in typing, office practice or computer applications are highly desirable.
- A minimum of two years of work experience in the administrative/logistical field is required.
- A thorough knowledge of clerical and general administrative procedures is required.
- Must have typing and word processing skill and proficiency in computer applications such as Microsoft Word, Excel, Windows, Access and internet.
- Must have tact and diplomatic skills in dealing with all USAID employees, visitors, counterparts and contacts.
- Level III good working knowledge of written and spoken English language is required. Level III good working knowledge of written and spoken Hebrew and Arabic is required.

2) HOW TO APPLY:

All applications and resumes must be sent in ENGLISH to: **USAID Executive Office Attention HR Department**

By Email:	**hrwbg@usaid.gov**
Or by Fax:	**03-511-4894**
Eligible Family Members:	**Please submit a typed OF-612 along with a cover letter**
All other Applicants	**Please submit a typed CV/Resume along with a Cover Letter**

SUBMISSIONS MUST BE RECEIVED AT THE USAID EXECUTIVE OFFICE BY: **MARCH 30, 2012**

3) ADDITIONAL SELECTION CRITERIA:

a. Please clearly indicate the position you are applying for and address all qualifications sought. Any application that does not specify the position applied for will <u>not</u> be considered.

b. Please indicate where you learned about the position: Specify which website and/or newspaper.

c. Selection will depend upon education, skills and experience of the applicants, as well as references and interviews.

d. Hiring for this position is based on funding availability, reference checks as well as security & medical clearances.

e. In order for U.S. citizens to be considered for employment, proof must be provided with their application of their local work permit and/or legal status in Israel.

f. Only qualified applicants will be considered. Only short listed applicants will be contacted for interview.

4) ADDITIONAL INFORMATION:

Fully qualified candidates for employment are normally hired at the first step of the position grade. In some instances, candidates may be hired at a higher step when exceptional qualifications so warrant. The decision will be made by the USAID Executive Officer. If there are no qualified candidates at the starting grade level, a candidate may be hired at a lower grade trainee level.

THE U.S. GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER